NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: http://dema.az.gov/

TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 20-237C   OPENING DATE: 8-Jun-20   CLOSING DATE: 15-Jun-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
IT Specialist (SYSADMIN), GS-2210-11, T5249000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:	**SUPERVISORY** ☐ **MANAGERIAL** ☐
$66,311.00-$86,203.00 PA	**NON-SUPERVISORY/NON-MANAGERIAL** ☒

LOCATION OF POSITION:
Chief Information Office, G-6, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted**.**

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants <u>MUST</u> submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. If applicant is relying on Education to meet specialized experience, applicant <u>MUST</u> submit copy of official college transcripts. If applicant possess any IT Certificates in accordance with DoD 8570, applicant <u>MUST</u> submit a copy of certificates.

VETERAN'S PREFERENCE:
In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:
Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **<u>FULLY SUBSTANTIATE</u>** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position.

Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:
If you are relying on your education to meet qualification requirements:

Ph.D. or equivalent doctoral degree.

OR

Three full years of progressively higher level graduate education leading to a Ph.D. or equivalent doctoral degree.

Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **OR** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
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- Applicant must possess or able to obtain IT Certificate(s) in accordance with DOD 8570 dependent on position requirements within 6 months of effective date.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMODATION POLICY:
Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:
An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: **YES** ☐   **NO** ☒
PCS may be offered: **YES** ☐   **NO** ☒
NOTES:
Note: Must possess a DoD 8570 certificate or be able to obtain within 6 months.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to install and configure a variety of operating systems (ex. Microsoft Server OS, Windows OS, Linux / Unix etc.) on desktops and servers.

2. Knowledge of project management techniques and tools sufficient to provide technical guidance on the implementation of emerging technologies.

3. Skills in managing Active Directory, DNS, DHCP, and Exchange.

4. Knowledge of the principles and methods used for planning and managing the implementation, update, and integration of the Windows Server environment.

5. Ability to manage domain stucture with mutiple servers in the physical and vurtual settings.

6. Knowledge of COOP and ability to build and plan disaster recovery services in the server environment.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.

BRIEF JOB DESCRIPTION: This position is located at the G-6, Phoenix, Arizona. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the state. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a technical focal point for the installation and configuration software on domain servers. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN) and Wide Area Network (WAN). Serves as a technical focal point on multiple operating systems and computer platforms. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Implements systems software changes, operating system releases and maintains the operational status of systems. Performs other duties as assigned.

SELECTING OFFICIAL: MAJ Braulio Pisano